

Shawnee State University

| | A | B | C | D | E | F | G | H | I | J |
|----|----------|----------------------|-------------------------|---------------------------------|--------------------------------|---|-----------------|--------------------|---------|------------|
| 1 | Division | Area | Department | Location | Record Series Title | Record Series Description | Span Dates | Format | Group | Retention |
| 2 | Academic | Professional Studies | Business Administration | Kricker Hall U106 | Course Syllabi | Course syllabi are kept in the storage room middle file cabinet, 2nd & 3rd drawers and electronic copies are on the Business server; 56 inches, 71.4 MB | 1995 to present | Paper and Computer | EDU3000 | Indefinite |
| 3 | Academic | Professional Studies | Business Administration | Kricker Hall Room 101D | Department Files | Correspondence and various vender files, kept in file room, 2nd & 3rd drawers on right, alphabetical by file name, 70 inches, 5.87 MB | 1994 to present | Paper and Computer | ADM9900 | 1 year |
| 4 | Academic | Professional Studies | Business Administration | Kricker Hall Room 101D | Department Meeting Minutes | Meeting minutes, kept on the server and in file room, 3rd drawer on right, chronological order, 12 inches and 1.00 MB | 1990 to present | Paper and Computer | ADM9900 | 1 year |
| 5 | Academic | Professional Studies | Business Administration | Kricker Hall Room U106 | Student Evaluations of Faculty | Adjunct evaluations stored in top left file cabinet and full-time faculty evaluations stored in the top right file cabinet, both are also kept on Business server, alphabetical, 33 inches and 37.2 MB | 1988 to present | Paper and Computer | MSI1010 | Indefinite |
| 6 | Academic | Professional Studies | Business Administration | Kricker Hall Room 101D | Faculty Files | Applications, vitas/resumes, contracts, memos, etc. for adjunct applicants and adjunct & full-service faculty. File room, black file cabinet, 2nd drawer on left, alphabetical order by name. Full service faculty vitas also kept on Business server, 33 inches & 920 KB | 2005 to present | Paper and Computer | PER2000 | 3 years |
| 7 | Academic | Professional Studies | Business Administration | Business Secure Server | Records Retention | Records Retention sheets for inventory, 9 sheets total. 516 KB | 2008 to present | Paper and Computer | ADM3020 | 10 years |
| 8 | Academic | Professional Studies | Business Administration | Business Secure Server | Miscellaneous | Department fact sheet & Navigator remote inventory list are on the server | | Computer files | ADM9900 | 1 year |
| 9 | Academic | Professional Studies | Business Administration | Kricker Hall Room 101B | P-Card Records | P-Card statements, receipts, invoices, etc. kept in the secretary's bottom left desk file, 15 inches, by date | 8/05 to present | paper | ACC1000 | 4 years |
| 10 | Academic | Professional Studies | Business Administration | Kricker Hall Room 101A and 101D | Departmental Reports | Accreditation reports/materials, annual reports/materials, major field reports, Self-Study. File room, 2nd drawer, right side and top of cabinet, in binders. Accreditation and annual reports also on Business server. Major Field CDs and Self-Study are kept in Chair's desk. 33 inches & 30.5MB (accreditation) & 5.91 MB (Annual Reports). alphabetical and chronological order. | 1988 to present | paper and computer | EDU3000 | Indefinite |